



CREATING INSTRUCTORS

Learning Fundamentals - System Administrator Training

Vendors are the Training Providers, either internal or external, that manages the training Sessions. Events cannot be created without an associated Vendor. Before you can create Instructor Led Training Events, you'll need to create "ILT Vendors" in your portal.

To add an instructor, go to:

ILT > VENDORS & INSTRUCTORS

1

Click the **Add New Vendor** link.

A screenshot of a web interface showing a list of vendors. At the top, there is a search bar with a magnifying glass icon and the word "Search". Below the search bar is a checkbox labeled "View active vendors only" which is checked. Underneath is a blue link with a plus icon and the text "Add New Vendor". Below that is a table with the following content:

VENDOR NAME
Clarisse Cooper
Cornerstone University
GoToMeeting
Level Up
Local Training Vendor - London Office
Local Training Vendor - Munich Office
Local Training Vendor - Paris Office

2

On the **Add Vendor** page enter the **Vendor Name, Address, Contact Name** and information, **Description**, and **Active** status

A screenshot of the "Add Vendor" form. The form has a title "Vendor Details" and several input fields:

- Vendor Name: [text input]
- Address #1: [text input]
- Address #2: [text input]
- City: [text input]
- State, Postal Code: [text input]
- Country: [text input]
- Contact Name: [text input]
- Phone: [text input]
- Fax: [text input]
- URL: [text input]
- E-mail: [text input]
- Description: [text area]
- Active:

3

Select the **Submit** button

A screenshot showing two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a blue border, indicating it is the correct button to click.